

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<b>TIER I (\$25,000-\$99,999)</b>	<b>TIER II (\$100,000-\$250,000)</b>	<b>TIER III (&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) <b>(No Resumes)</b>	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>	

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL**." The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID**." The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

**(These forms are not included in the proposal maximum page count.)**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
CONSTRUCTION SERVICES**  
“As Needed” Geotechnical and Pavement Investigations

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION:** Metro Region

**PROJECT DESCRIPTION:**

Perform geotechnical and pavement investigations on an as needed basis for Metro Region Projects. Pavement investigation work includes full depth coring through rigid, flexible and composite pavements with shallow geotechnical investigations. Shallow geotechnical investigation associated with this work includes pavement coring, hand auguring (or soil sampling/probing), soil classification, pocket penetrometer/trovane shear testing, Dynamic Cone Penetrometer (DCP) Testing, water table determination (if encountered), the need for Standard Penetration Testing (SPT) is usually not required. Soil sampling and testing of engineered base materials may be included. Testing would typically include gradation analysis and/or permeability testing. Deeper soil boring investigations will require SPT's, soil classification, pocket penetrometer/trovane shear testing and water table determination (if encountered). Additionally, laboratory classification, moisture content, dry density, unconfined compressive strength and consolidation testing may be requested.

**Up to four consultants will be selected for these as-needed geotechnical and pavement investigation services.**

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

**ANTICIPATED SERVICE START DATE:** December 1, 2011

**ANTICIPATED SERVICE COMPLETION DATE:** November 30, 2013

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Geotechnical Engineering Services

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

None

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Nishantha Bandara  
Supervising Geotechnical Engineer-Metro Region  
18101 West Nine Mile Road  
Southfield, MI 48075  
E-mail: BandaraN@michigan.gov  
Phone: (248) 483-5162

**GENERAL INFORMATION:**

On an as-needed basis, the Consultant shall furnish, to the satisfaction of the Department, all services, labor and equipment necessary to provide geotechnical and pavement investigations for Metro Region projects, over a two year period.

Requests for services will be distributed throughout the two years of the as needed contract.

The Proposal shall identify a list of sub consultants to be used and the work they will perform.

The Consultant shall furnish all services and labor necessary to perform the services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the designated Project Manager or his/her designee.
- B. The services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the project construction

contract, proposal, and plans; the Standard Specifications for Construction, Michigan Department of Transportation Uniform Field Soil Classification System guide document and applicable publications referenced within; the Michigan Construction Manual; the Michigan Manual of Uniform Traffic Control Devices; the Materials Sampling Guide; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- D. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

### **CONSULTANT RESPONSIBILITIES:**

The consultant agrees on all projects to be responsible for the following general considerations.

1. Obtain an MDOT permit through the appropriate Transportation Service Center.
2. Maintain traffic during all operations. The method of maintaining traffic shall be in accordance with MUTCD and MDOT maintaining traffic details. All details need to be included in the permit request.
3. Generally when lane closures are needed, all work should be completed on weekdays between the hours of 9:00 a.m. and 3:00 p.m. Weekend work should be completed during daylight hours only.
4. Locate all existing utilities by calling MISS DIG (800-482-7171). Also locate other utilities not on the MISS DIG system. This includes MDOT lighting systems, MITS facilities; the Region maintenance personnel can provide locations with three working days prior notice.
5. Notify the Project Manager one business day (Monday through Friday) prior to beginning field operations.

**On projects that require pavement coring with shallow geotechnical investigation the consultant is responsible for the following.**

1. Obtaining pavement cores with a 4 inch or 6 inch diameter core barrel.
2. Obtaining shallow soil borings through the core hole extending 5 feet below the top of pavement, unless otherwise specified. SPT values are not required unless requested. Visual classification of the soils is required and should follow the Michigan Department of Transportation Uniform Field Soil Classification System guide document as well as

ASTM D2488, “Standard Practice for Description and Identification of Soils (Visual-Manual Procedure)”.

3. Upon request, performing Dynamic Cone Penetrometer (DCP) testing at core locations. Testing should follow appropriate ASTM and AASHTO standards. Consultant shall use current MDOT format for DCP data reporting.
4. Preparing all core and boring reports (logs) including the following as a minimum. Consultant shall use MDOT’s current version of “gINT” software to produce boring logs.
  - Date and site of core/boring.
  - MDOT control section (CS) and job number (JN).
  - Core/boring longitudinal location by station (if available) and distance offset from a physical item as requested and provided.
  - Core/boring lateral offset in feet from physical item (curb, edge of metal etc.).
  - Core/boring location in latitude/longitude (in decimal degrees) with at least sub-meter accuracy.
  - Actual top of boring elevation when requested.
  - Core/boring reference to lane in which it was obtained.
  - Core/boring identification number.
  - Graphic profile of the core describing conditions and depth in inches or feet. Pavement layers, deterioration (type), reinforcing steel, and coarse aggregate type all should be noted.
  - Graphic profile of soil conditions and depth of layers in inches or feet. Aggregate base depth, aggregate base material type, subbase depth, soil classification, consistency, compactness, DCP test results, water table depth (“during” drilling, “at end” of drilling, “some time after” drilling), collection of soil sample and moisture conditions all should be noted.
  - The exact depth of each layer shall be shown on the graphic profile.
  - Names of the investigation crew members.
5. Sampling an adequate amount of sand subbase materials for testing at the frequencies requested. The sample top and bottom depth shall be recorded. Composite sampling is not allowed.
6. Performing all mechanical analysis and permeability testing on sampled sand subbase materials as requested. Gradation testing shall be in accordance with MTM 109-01 and MTM 108-07. Minimum sieves to be included for MTM 109-01 testing are the 25.4 mm, #4, #8, #16, #30, #40, #50, #60, #80 and #100. Any materials larger than 25.4 mm shall not be included in the MTM 108-07 analysis. Permeability testing shall be in accordance with MTM 122E-01.
7. Preparing all sand subbase reports for submission. All test reports should include sample location, core/boring reference, depth range of sample, sample size, calculations and end results.

8. Backfilling all soil bore holes and patching all core holes with the core (grouted in place) prior to leaving the specific location.
9. Maintaining all field notes for a period of 5 years.
10. Photographing all cores that show distress (cracks, deterioration, delamination etc.) with core/boring identification number. Photographs shall be presented in an electronic .jpg format and delivered for each individual project on a single compact disc. Sound pavement cores do not have to be photographed.

**B. On projects that require deep soil boring investigations the consultant is responsible for the following**

1. Obtaining soil borings with visual classification and SPT values to the requested depths. SPT values shall be obtained every 2.5 feet to a depth of 10 feet and every 5 feet to the boring depth, unless specified otherwise. Visual classification of the soils shall follow the Michigan Department of Transportation Uniform Field Soil Classification System guide document as well as ASTM D2488, "Standard Practice for Description and Identification of Soils (Visual-Manual Procedure)".
2. Preparing all core and boring reports (logs) including the following as a minimum. Consultant shall use MDOT's current version of gINT software to produce boring logs.
  - Date and site of boring.
  - MDOT control section (CS) and job number (JN).
  - Boring longitudinal location by station (if available) and distance offset from a physical item as requested and provided.
  - Boring lateral offset in feet from physical item (curb, edge of metal etc.).
  - Core/boring location in latitude/longitude (in decimal degrees) with sub-meter accuracy.
  - Actual top of boring elevation when requested.
  - Boring identification number.
  - Graphic profile of soil conditions and depth of layers in feet. SPT values, soil classification, consistency, compactness and moisture classification, water table information and any soil sampling all must be noted. All unconfined compressive strength, shear strength, moisture content or any other testing information shall be shown on the log at the corresponding sample depth.
  - The exact depth of each layer shall be shown on the graphic profile.
  - Names of the investigation crew members.
3. Upon request, collecting soil samples and performing laboratory classification. Testing should follow appropriate ASTM and AASHTO standards.
4. Upon request, obtaining undisturbed soil samples and performing unconfined compressive strength and/or consolidation testing. All procedures should follow applicable ASTM and AASHTO standards.

5. Upon request, installing groundwater monitoring wells.
6. Backfilling all soil bore holes and patching all core holes with the core (grouted in place) prior to leaving the specific location.
7. Maintaining all field notes for a period of 5 years.

### **MDOT RESPONSIBILITIES:**

MDOT agrees on all projects to be responsible for the following.

1. A detailed investigation plan for each project. This will include specific investigation locations and or a frequency of obtaining information plus details related to material sampling and laboratory testing required.
2. Any applicable design plans, drawings or sketches related to individual projects.
3. Availability to answer questions.
4. A specific deadline for completion of the project.

### **DELIVERABLES**

1. Delivering electronic .dgn files and “gINT” files containing the boring log information according to the current MDOT format. All .dgn files should follow current MDOT CAD standards. MDOT Project Manager will provide a sample of a core/boring log and gINT template/library file to selected consultants. Any electronic files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant’s expense.
2. Electronic excel file containing core/boring location information (core/boring identification number, latitude, longitude etc.) according to the current MDOT format. MDOT Project Manager will provide a sample excel file to selected consultants.
3. Electronic excel file containing DCP data (if requested) according to the current MDOT format. MDOT Project Manager will provide a sample excel file to selected consultants.
4. Electronic excel file containing mechanical analysis test data (if requested) according to the current MDOT format. MDOT Project Manager will provide a sample excel file to selected consultants.

### **PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

**CONSULTANT PAYMENT:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

**The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.**